

Guidelines for SEA work at World Cup, JWOC, WMOC and Regional Championships

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The task of the IOF SEA in World Cup, JWOC, WMOC and Regional Championships is to ensure that the event is of the required standard laid out by IOF Competition Rules, ISOM, ISSOM, IOF Anti-Doping Rules, Jury Guidelines, IOF Protocol Guides and Guidelines for relevant events.

1. Appointment

The SEA is appointed by the IOF Council. He or she is the official representative of IOF to the organiser, is subordinate to the IOF Council and communicates with the IOF Office and the FootO Commission (FOC).

2. Assistant

A National Controller, appointed by the organising Federation shall assist the IOF Event Adviser. Sometimes, the IOF Event Adviser may deem that it is necessary to appoint an Assistant to help with a particular aspect of the event advising work e.g. IT matters, in-forest

matters. The SEA should in that case contact FOC, who will in its turn ask the IOF Council for permission.

3. Visits

The SEA shall make as many visit as he or she deems necessary. However, the visits shall be planned in agreement with the IOF and the organiser. Finalising bulletins are good milestones in planning the visits. Information from the organiser or the SEA shall be given in the form of bulletins. Bulletins shall be published in IOF Eventor, eventor.orienteering.org. Remember to notify the IOF Office that the bulletin has been published, so that the Office can circulate it to the federations.

4. Event plan

The Organiser and the SEA shall draw up a more detailed Event Plan during the first visit. The Plan should be updated regularly as the event progresses. The organiser and the SEA shall sign both the Event Plan and any later updated versions.

5. Between visits

The SEA shall work in close collaboration with the organiser, and be given all relevant information. With electronic communication, the SEA should be kept in regular touch with ongoing work.

6. On the competition day

In conjunction with the Organiser, the SEA should draw up a detailed timetable of his/her activities and locations during the competition days. The SEA should ensure that he/she may be contacted any time – either personally or by mobile phone. Notice that the IOF Office should also be able to reach the SEA via phone at all times.

7. Jury

A jury will be appointed by the IOF, and the jury members must be given instructions about venues for meetings and whom to contact. Their contact details must be obtained in advance so that they can be summoned at short notice. The SEA leads the jury but has no vote.

8. Results

The SEA must ensure that the results will be submitted in the correct format to the IOF Eventor on the day of the event. This is for World Ranking purposes. The SEA should confirm that the organisers have appointed an English-speaking contact with the specific task of submitting results in the right format, checking competitor IOF IDs etc. The SEA should make sure well in advance that the organiser is able to download the results into IOF Eventor either in XML format (3.0) or by using the Excel template available in IOF Eventor. More information on IOF Eventor can be found at <http://eventor.orienteering.org/Home/HelpAndSupport>. For support, the organisers or the SEA can contact eventor@orienteering.org.

9. Reports

SEA should directly report to FOC and the IOF Office. SEA should be asked periodically to make short reports for the FOC meetings. SEA should report any major problems to FOC as soon as possible. The SEA shall write a report immediately after each visit and also immediately after the competition has ended. Reports should be sent to the FOC and IOF Office with a copy to the organiser. The IOF Timing and Punching System report should be completed after the event.

10. Expenses

The travelling costs of the IOF appointed SEA and Assistant/s, to and from the venue (nearest international airport), shall be paid by the IOF. Local costs (transport, food and accommodation) during controlling visits and the event days are paid by the organiser or the organiser's Federation according to national agreements. Should extra visits be needed due to the organiser not having done what they should have by a deadline, the organiser is responsible for the travel costs.

11. Relevant documents available on IOF website

- a. IOF Competition Rules
- b. Special Rules for World Cup
- c. Guidelines for JWOC and WMOC
- d. IOF International Specification for Control Descriptions
- e. Map Specifications
 - i. International Specification for Orienteering Maps 2000
 - ii. International Specification for Sprint Orienteering Maps 2007
- f. Template Event Plan
- g. Template Visit Report
- h. Template Final Report
- i. IOF Timing and Punching System Report
- j. SportIdent Advice for Event Advisers and Controllers
- k. Emit Advice for Event Advisers and Controllers
- l. Checklist for controlling the map making of major IOF events
- m. Complaint & Protest form
- n. Cancelling a Competition
- o. Jury Guidelines
- p. IOF Protocol Guide
- q. IT check list
- r. IOF Anti-Doping Rules

12. Problem situations

In a situation where an event does not meet the IOF standards, the IOF Event Adviser shall take appropriate action as follows:

- Advise the organiser concerning the standards and ask for the appropriate changes, or
- Should the Event Adviser support the organiser's view, advise the organiser to file a rules deviation request to the IOF (see rule 2.11 for more details but notice that rules deviations are not encouraged), or

- Should the organiser not be able to, for example, provide a map or terrain that meets IOF standards, contact the IOF via the IOF Office

It is very important that any problematic issues are dealt with as soon as they become apparent. The SEA report should include any such issues. The IOF Event Adviser should not hesitate to consult any of the relevant IOF Commissions or the IOF Office when problems arise.

In general the SEA shall supervise the preparations of the event. The organisers propose solutions (terrain, arena design, courses, starts etc) and the SEA shall first assess the proposal before giving approval or not. In many cases the proposal may be improved and the SEA may give a conditional approval saying it is approved if the specified conditions are met. It is also important to emphasise that approved solutions cannot be changed by the organiser, unless they have resubmitted an improved solution and asked the SEA for a new approval.

Sometimes the organiser does not come up with a proposal on vital issues or is far behind the time schedule. In such cases the SEA may give a formal direction to the organiser defining the actions that are required and the deadline for them. This shall be done in writing and reported to relevant IOF bodies either by a CC of the mail or in the report from the visit. It is important to distinguish between a formal written direction and more general supervision / guiding.

Any significant problems must always be communicated to the IOF Office without delay. Problems that cannot be resolved between the IOF SEA and the organiser will be escalated to the IOF Event Supervisory Board (part of IOF Council).

In problem situations arising during an IOF Event, the IOF Senior Event Adviser shall make sure that any official statements will be coordinated with the IOF Office and published on the IOF website as a priority.

13. Extract from IOF rules

31. Event control

31.1 All events, for which these rules are binding, shall be controlled by an IOF Event Adviser. The IOF Event Adviser shall be appointed within 3 months of the appointment of an organiser.

31.2 The IOF Council shall decide for which events it will itself appoint the IOF Event Adviser.

31.3 If the IOF Event Adviser is appointed by the IOF, he or she is the official representative of the IOF to the organiser, is subordinate to the IOF Council and communicates with the IOF Office.

31.4 The Federation of the organiser shall always appoint an independent national controller. This controller shall assist the IOF Event Adviser appointed by the IOF. If the IOF does not appoint an IOF Event Adviser for the event in question, the controller appointed by the Federation will be the IOF Event Adviser. The controller appointed by the Federation need not come from the same Federation.

31.5 All IOF Event Advisers shall hold the IOF Event Adviser's licence. No IOF Event Adviser or IOF Event Adviser's Assistant may have any responsibility for a participating team.

31.6 The IOF Event Adviser shall ensure that rules are followed, mistakes are avoided and that fairness is paramount. The IOF Event Adviser has the authority to require adjustments to be made if he or she deems them necessary to satisfy the requirements of the event.

31.7 The IOF Event Adviser shall work in close collaboration with the organiser, and shall be given all relevant information. All official information sent to the Federations, such as bulletins, shall be approved by the IOF Event Adviser.

31.8 As a minimum, the following tasks shall be carried out under the authority of the IOF Event Adviser:

- to approve the venue and the terrain for the event
- to look into the event organisation and assess the suitability of the proposed accommodation, food, transport, programme, budget and training possibilities
- to assess any planned ceremonies
- to approve the organisation and layout of start, finish and changeover areas
- to assess the reliability and accuracy of the time-keeping and results producing systems
- to check that the map conforms with the IOF standards
- to approve the courses after assessing their quality, including degree of difficulty, control sites and equipment, chance factors and map correctness
- to check any course splitting method and course combinations
- to assess arrangements and facilities for the media
- to assess arrangements and facilities for doping tests
- to approve the official results

31.9 The IOF Event Adviser shall make as many controlling visits as he or she deems necessary. The visits shall be planned in agreement with the appointing authority and the organiser. Immediately after each visit, the IOF Event Adviser shall send a brief, written report to the IOF Event Adviser appointing body with a copy to the organiser.

31.10 One or more assistants may be appointed by the IOF Event Adviser appointing body to help the IOF Event Adviser, particularly in the fields of mapping, courses, financing, sponsoring and media.

31.11 The IOF Event Adviser appointing body has the authority to revoke the appointment of the IOF Event Adviser.

WOC 31.12 The IOF Event Adviser shall make 3 visits as a minimum: one at an early stage, one a year before the championships and one 3-4 months before the championships.

32. Event reports

32.1 No more than 3 weeks after the event, the organiser shall submit a short report to the IOF Event Adviser along with complete result lists.

32.2 No more than 4 weeks after the event, the IOF Event Adviser shall send a report to the IOF Event Adviser appointing body. The report should include any significant features of the event and details of any complaints or protests.

WCup JWOC ROC

32.3 No more than 3 weeks after the event, the Organiser shall forward a short report, two sets of maps with course details and a complete results list to the IOF Office.

| WMOC 32.4 No more than 3 weeks after the event, the Organiser shall forward a short report, a selection of maps, including all A-Final maps with course details, and a complete results list to the IOF Office.

14. Check list

Terrain and arena
 Mobile communication coverage
 Mapping
 Course planning
 Punching system
 Training opportunities
 Event Centre
 Media centre
 Accommodation
 IOF activities
 Transport arrangements
 IT and technical infrastructure

Arenas

Media
 VIP and guests
 Spectators
 Teams
 Parking
 Toilets
 Arena construction/removal
 TV production and coverage
 Accreditation
 Budget
 Publicity and marketing
 Ceremonies and protocol
 IOF Protocol Guide
 IOF Sponsor Guide
 Safety and health
 Doping control

The day before the event

Model events
 Entries from teams for event and for competitions
 Start draws and start list preparation
 Team officials meeting

Payment of entry fees
Gather team managers' mobile phone numbers
Distribution of bib numbers (which must be strong material)
Directions to events – provide maps and GPS co-ordinates
Bulletin 4 should contain all the information for each race on one page

Event day

Transport for athletes (and coaches) to the start
Quarantine zone, warm up and start
GPS tracking
Finish
Timing keeping
Results
Release of maps to teams
Doping control
Complaints/protests

Public races

Co-ordinate in time and location with WOC races
High quality courses
Separate organisation and IT provision
Multi-day competition with good scoring system (if not all days counting)